



NATIONAL ENDOWMENT FOR THE  
**Humanities**

DIVISION OF RESEARCH PROGRAMS

**PUBLIC SCHOLAR  
PROGRAM**

Online applications will be accepted through February 2, 2016 (for projects beginning as early as September 1, 2016). Applicants will be notified of the decision by e-mail in early August 2016.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.160

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**Item referred to in this document needed to complete your application:**

- ☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

**Type of award**

The Public Scholar Program supports continuous work over a period of six to twelve months. Successful applicants receive a stipend of \$4,200 per full-time month. The maximum stipend is \$50,400 for a twelve-month period. Recipients must work at least half-time on their projects for the entire period of the grant. No grant may exceed twelve months. Recipients who work full-time on their projects must forgo other major activities, including teaching.

**Questions?**

Contact NEH's Division of Research Programs at 202-606-8200 or [publicscholar@neh.gov](mailto:publicscholar@neh.gov). Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

**Submission via Grants.gov**

**All applications to this program must be submitted via Grants.gov.** NEH strongly recommends that you complete or verify your registration at

least two weeks before the application deadline, since it takes time to process your registration.

## I. Program Description

The Public Scholar Program supports well-researched books in the humanities intended to reach a broad readership. Although humanities scholarship can be specialized, the humanities also strive to engage broad audiences in exploring subjects of general interest. They seek to deepen our understanding of the human condition as well as current conditions and contemporary problems. The Public Scholar Program aims to encourage scholarship that will be of broad interest and have lasting impact. Such scholarship might present a narrative history, tell the stories of important individuals, analyze significant texts, provide a synthesis of ideas, revive interest in a neglected subject, or examine the latest thinking on a topic. Books supported by this program must be grounded in humanities research and scholarship. They must address significant humanities themes likely to be of broad interest and must be written in a readily accessible style. Making use of primary and/or secondary sources, they should open up important and appealing subjects for a wide audience. The challenge is to make sense of a significant topic in a way that will appeal to general readers. Applications to write books directed primarily to scholars are not appropriate for this program.

By establishing the Public Scholar Program, NEH entered a long-term commitment to encourage scholarship in the humanities for general audiences. The program is open to both individuals affiliated with scholarly institutions and independent scholars or researchers. Projects may be at any stage of development.

Upon completion of their book projects, Public Scholar award recipients will be expected to participate in public events, such as serving as keynote speakers at conferences and offering public lectures at book festivals, library and museum programs, or other events aimed at reaching broad audiences. Additional NEH support for such events may become available.

Public Scholar awards may not be used for

- projects that seek to promote a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action;
- specific policy studies;
- research for doctoral dissertations or theses by students enrolled in a degree program;
- dissertation revision projects;
- the preparation or revision of textbooks;
- curriculum development;
- the development of teaching methods or theories;
- educational or technical impact assessments;

- empirical social science research;
- works in the creative and performing arts—for example, painting, writing poetry or fiction (including historical fiction), dance performance, etc.;
- guide books, how-to books, and self-help books;
- anthologies and edited collections of essays;
- books for children or young adults;
- works of graphic fiction or nonfiction; or
- translations.

### **The Common Good: The Humanities in the Public Square**

NEH invites projects related to its new initiative, The Common Good: The Humanities in the Public Square. This initiative seeks to connect the study of the humanities to the current conditions of national life. Many of today's challenges require more than ever the forms of understanding and knowledge represented by the humanities. They require the broadest possible engagement of scholars and the public with the resources of the humanities, including but not limited to the study of language, literature, history, philosophy, comparative religion, and ethics. The study of the humanities can help illuminate the complexity of many contemporary challenges while enriching our understanding of the common good.

Note that the Common Good initiative incorporates the [Standing Together](#) initiative, which encourages projects related to war and military service.

More information about the Common Good initiative is available [here](#).

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they respond to the Common Good or Standing Together initiative.

### **Providing access to grant products**

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For the Public Scholar Program, products might be issued as printed books (paperback or hardbound), e-books, audiobooks, or (ideally) in all these formats. Digital or Web-based products intended to supplement a proposed book are also allowed. In such cases, all other considerations being equal, NEH gives preference to products that the public can access at no cost.

## **II. Award Information**

The Public Scholar Program supports continuous work over a period of six to twelve months. Awards may be held part time or full time (or part time for some months and full time for other months). Successful applicants receive a stipend of \$4,200 per full-time month. The maximum

stipend is \$50,400 for a twelve-month period. Awards will be reduced to reflect the smaller time commitment when recipients work part time or for less than twelve months. Recipients must work at least half-time on their projects for the entire period of the grant. No grant may exceed twelve months. Recipients who work full-time on their projects must forgo other major activities, including teaching. Applicants should request award periods that suit their schedules and the needs of their projects. Requesting an award period shorter than twelve months will not improve an applicant's chance of receiving a fellowship.

Recipients may begin their awards as early as September 1, 2016, and no later than September 1, 2017.

Grantees agree that they will allow NEH, in consultation with their publishers, to post excerpts from their books on the NEH website and/or in *Humanities* magazine.

Prospective applicants who have questions are encouraged to contact NEH staff at 202-606-8200 or [publicscholar@neh.gov](mailto:publicscholar@neh.gov).

### **Cost sharing and indirect costs**

Public Scholar awards go to individuals, not to institutions. They do not require cost sharing and do not include indirect costs.

## **III. Eligibility**

The Public Scholar Program accepts applications from individuals, whether they have an affiliation with a scholarly institution or not.

U.S. citizens, whether they reside inside or outside the United States, are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline are also eligible.

To be eligible, applicants must also meet one of the following conditions: they must either a) have written as sole author a book published by a university or commercial press; OR b) have written at least three articles and essays appearing in publications that reach a large national or international audience of general readers. The articles or essays may be published either in print or electronically.

In either case, applicants must list the relevant publications on their résumés.

Applicants may not meet this requirement with a co-authored volume, an edited collection of essays or an anthology, a self-published book, or a book that has not yet been published at the application deadline. Nor may they meet it with articles or essays appearing in peer-reviewed academic journals or other publications aimed primarily at readers with a professional interest in the material.

Late, incomplete, or ineligible applications will not be reviewed.

### **Currently enrolled students**

While applicants need not have advanced degrees, individuals currently enrolled in a degree-granting program are ineligible to apply.

## **Dissertation revisions**

Applicants may not request funding for projects based on completed dissertations.

## **Projects previously supported by NEH Fellowships**

An applicant may apply for funding for a project that has previously received an NEH Fellowship or Summer Stipend. NEH will ask evaluators to review the accomplishments from the prior fellowship or stipend and determine if the project is likely to result in a book manuscript of broad interest to a general audience.

An NEH grant for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

## **Concurrent grants from other organizations**

Recipients of NEH Public Scholar awards may simultaneously hold fellowships or grants from institutions other than NEH in support of the same project during their award period. They may also have an advance from a publisher.

## **Collaborative projects**

The Public Scholar Program is designed primarily for individual researchers. Awards may not be divided. If you are seeking funding for a co-author, each person must submit a separate application specifying the individual contribution. Panelists will be asked to evaluate each application on its own merits. Each application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are eligible. In this case, too, the application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Scholars who are working as part of a collaborative team should consider applying for an NEH [Collaborative Research](#) grant for the larger project.

## **Multiple applications**

Applicants may submit only one proposal to the Public Scholar Program in a given year. They may, however, compete concurrently in the following programs for individuals in a given year:

- [Fellowships](#);
- [Summer Stipends](#);
- NEH and National Science Foundation - [Fellowship Program for Documenting Endangered Languages \(DEL\)](#);
- Japan-United States Friendship Commission (JUSFC) - [Fellowship Program for Advanced Social Science Research on Japan](#); and
- Library of Congress (LOC) - [John W. Kluge Center Fellowships](#).

Each competition has separate formatting requirements for its applications. Please follow the relevant program guidelines in each case.

Successful Public Scholar applicants who plan research at the Library of Congress may be offered a jointly funded NEH-LOC Kluge Center Fellowship.

Applicants may hold or accept only one NEH individual award in a given federal fiscal year. (The fiscal year runs from October 1 to September 30.) In some cases there are additional restrictions on awards held in sequence. Please consult the FAQ document (available on the [program resource page](#)) for more information: See under “What if I am offered more than one award?”

## IV. Application and Submission Information

**Applications must be submitted before 11:59 p.m. (Eastern Time) on February 2, 2016.** All applicants must submit their proposals by means of an individual account at Grants.gov, the central federal government portal for all grant applications.

NEH suggests that you submit your application as early as possible, but not later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov).

### A. HOW TO PREPARE YOUR APPLICATION

**Before beginning, applicants should review the evaluation criteria listed below in Section V** and consult the Frequently Asked Questions document (which is available on the [program resource page](#)).

NEH staff is not able to read and comment on draft proposals. However, potential applicants may discuss with staff specific concerns or questions that arise during the preparation of their proposals. Contact NEH’s Division of Research Programs at 202-606-8200 or [publicscholar@neh.gov](mailto:publicscholar@neh.gov). Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Applications that violate the format instructions (including length limits) will not be reviewed.

Once an application has been submitted, staff will not comment on it except with respect to issues of completeness and eligibility. All applications must be downloaded, completed, and submitted via Grants.gov. Your application should include the following parts.

#### 1. Narrative—Not to Exceed Four Single-Spaced Pages

The narrative should provide an intellectual justification for your project, addressing the four areas listed below: the intellectual significance of the project for general audiences; work plan; competencies, skills, and access; and final product and dissemination. A simple statement of need or intent is insufficient. The narrative should not assume specialized knowledge and should be free of technical terms and jargon.

Applicants should format single-spaced pages with one-inch margins and with a font size no smaller than eleven point. Applications exceeding the page limit or violating the format instructions will not be reviewed.

- *Significance and contribution*

Describe the significance and appeal of the proposed project for general audiences. Explain why your topic matters, and why it will be of interest to general readers. Provide an overview of the project, explaining its scope and the basic ideas, problems, questions, texts, people, and/or events that it will explore. Discuss the project's scholarly basis, and how you will convey this scholarship to general audiences.

- *Work plan*

Describe your research and specify the part or stage of the project that will be supported by the fellowship. Provide a work plan describing what will be accomplished during the award period, and on what schedule. Indicate whether you are proposing full- or part-time work, or how you will combine the two. Provide a chapter outline for your book, with brief indications of each chapter's contents. Such an explanation is particularly important when a chapter title does not clearly indicate the contents of the chapter.

- *Competencies, skills, and access*

Explain your competence in the area of your project, and describe your experience in conveying scholarship to a broad audience. If the subject is new to you, explain your reasons for working in it and your qualifications to do so. Specify the level of competence in any language or skills needed for the study. Describe where the study is being conducted and what research materials (primary and/or secondary) are being used. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.

- *Final product and dissemination*

Explain how you plan to couch the contents of the book to appeal to a broad audience. Describe the audience(s) you aim to reach and discuss why your treatment of the subject is appropriate to the subject matter and audience. Indicate when you expect to submit the project for publication and when you expect the book to appear. Describe the plans that you and your publisher (if you already have one) have developed for disseminating and marketing the book. Although the program's main goal is to support the writing of books, the program also supports the creation of digital, electronic or Web-based materials intended to supplement a proposed book. If you are proposing such materials, discuss their technical specifications and explain how they will be supported and maintained beyond the grant period.

## **2. Bibliography—Not to Exceed One Single-Spaced Page**

The bibliography should consist of primary and/or secondary sources that relate directly to the project. Evaluators will use the bibliography to assess your knowledge of the subject area and the relevant research methodology. Any standard bibliographic format is acceptable. Leave one-inch margins and use a font size no smaller than eleven point. Items referenced in the narrative need not appear in the bibliography, if the citation in the narrative enables readers to identify the work.

## **3. Résumé—Not to Exceed Two Single-Spaced Pages**

Your résumé should provide the following:

- *Current and Past Positions.*
- *Education:* List degrees, dates awarded, and titles of theses or dissertations.
- *Awards and Honors:* Include dates. If you have received prior support from NEH, indicate the dates of these grants and the publications that resulted from them.
- *Publications:* Include full citations for publications and presentations.
- *Other Relevant Professional Activities and Accomplishments.*

## **4. Writing sample**

Applicants must submit a writing sample consisting of not more than twenty double-spaced pages, including footnotes or end notes (if any). Leave one-inch margins and use a font no smaller than eleven point. It is best to provide a draft chapter of the proposed book, or a partial chapter. If a draft chapter is not available, a writing sample in the style of the proposed book is acceptable. If the sample is a PDF of pages from a previous publication, its length must not exceed the equivalent of twenty double-spaced pages in eleven-point typescript.

The writing sample should demonstrate how the final product will read. It may not include more than one work or excerpts from more than one work. It may not include a table of contents, outline, or abstract of the book or portions of it. (You should provide information of this sort in the narrative.) You may include visual materials (including screen shots of any electronic interfaces), as well as brief notes explaining abridgments made to conform to the page limit.

## **5. Publisher's letter of interest or commitment (if applicable)**

Applicants who have already explored publication arrangements are encouraged to submit a letter of interest or commitment from a publisher. The letter should be from an official representative of the publisher. Letters of commitment should indicate the physical format(s) planned for the book, dissemination plans, and print-run expectations. Please do not substitute or include a copy of the book contract.



## 6. Letters of recommendation

Applicants are asked to solicit two letters of reference. Referees' letters should speak directly to the evaluation criteria and to the applicant's ability to write effectively for a broad audience. Provide the names, e-mail addresses, and affiliations for your two reference letter writers on the NEH Supplemental Information for Individuals Form. Please supply only **one** e-mail address for each referee in the relevant field. (The form is explained below, in the instructions for Form III.) Approximately seven days after the deadline, NEH will send requests to your letter writers, asking them to submit their letters online. Letters must be submitted online not later than February 24, 2016. Your publisher or prospective publisher is limited to writing a letter of commitment or intent (see 5 above) and should not submit a letter of recommendation.

Applicants are responsible for ensuring that their referees have received and responded to the NEH requests for their letters.

## B. HOW TO SUBMIT YOUR APPLICATION VIA GRANTS.GOV

All applications must be submitted via Grants.gov. NEH does not accept applications by e-mail or fax. What follows is a step-by-step guide for submitting your NEH Public Scholar application through Grants.gov.

### STEP 1: Register with Grants.Gov

NEH strongly recommends that you complete your registration at least two weeks before the application deadline.

If you are registering with Grants.gov for the first time as an individual applicant, go to <https://apply07.grants.gov/apply/IndCPRegister> and enter this Funding Opportunity Number:

**20160202-FZ**

When you are completing the registration form, the Grants.gov system should automatically fill in the box for the DUNS number with a code such as INDV00000. Do not attempt to change this code (for example, by entering the DUNS number of your institution).

Applicants who have already registered at Grants.gov as individuals need not re-register to submit their proposals. We encourage you, however, to check your account ahead of the deadline to confirm that it is still active and that your password has not expired.

Please be certain to use a Grants.gov individual account to submit your application. The Grants.gov system will not allow you to submit a Public Scholar application through an institutional account.

If you have problems registering with Grants.gov, contact the Grants.gov help desk at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

Applicants who lose their username and password can request a reminder at <https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1>.

## STEP 2: Download the Current Version of the Free Adobe Reader

To fill out your application, you will need to download and install the latest version of Adobe Reader, which is available at no charge and is compatible with both PCs and Apple computers. Using older versions of Adobe Reader, or other readers such as Apple Preview, will prevent your application from being processed properly. To download the Adobe Reader or update the Reader already installed on your computer, go to [www.adobe.com](http://www.adobe.com). Click on “Acrobat Reader DC” in the lower right corner and then click on “Install now.” Once installed, this software will enable you to view and fill out Grants.gov application packages for any federal agency.

## STEP 3: Download the Application Package

To submit your application, you will need to download the application package from the Grants.gov website. (Grants.gov recommends that you use the latest version of any of the following browsers: Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, and Apple Safari.) You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) A link to the Grants.gov application package can be found on the [program resource page](#).

Save the application package to your computer’s hard drive. Like any other file on your computer, the NEH Public Scholar application can be selected, opened, and saved; you do not have to be online to work on it. You can save your work by clicking the “Save” button at the top of the screen.

## STEP 4: Prepare the Application Forms

The application package contains three forms that you must complete in order to submit your application:

- **Form I: Application for Federal Domestic Assistance - Individual Form**—this Grants.gov form asks for basic information about you and your project.
- **Form II: Attachments Form**—this Grants.gov form allows you to attach the components of your application: the narrative, the bibliography, the résumé, the writing sample, and (if applicable) a publisher’s letter of interest or commitment.
- **Form III: NEH Supplemental Information for Individuals Form**—this NEH form asks for professional and institutional information about you and your reference-letter writers.

### Form I: How to Fill Out the Application for Federal Domestic Assistance - Individual Form

In the “Application Filing Name” field that appears upon opening the application package, type your name.

Click on Application for Federal Domestic Assistance - Individual Form to open the form.

You may disregard items 1-4 on the form:

**1. Name of Federal Agency:** This is filled in automatically.

**2. Catalog of Federal Domestic Assistance Number:** This is filled in automatically.

**3. Date Received:** Please leave blank.

**4. Funding Opportunity Number and Title:** Both are filled in automatically.

Provide the following information for items 5-7:

**5. Applicant Information** (includes the following sections):

a. “Name and Contact Information.” Provide your name, telephone number, **e-mail address**, and mailing address. **Note:** You must include an e-mail address in the “Email” field, even though it is not highlighted as a required field. NEH will use this e-mail address to notify you of the outcome of your application.

b. “Address.” Provide your mailing address. **Note:** Your ZIP code must include the four-digit extension, preceded by a hyphen. If you do not know your four-digit extension, use “-0000” (four zeros). For postal codes outside the US, you may substitute zeroes if necessary, since this field does not accept letters.

c. “Citizenship Status.” Indicate with an “X.”

d. “Congressional District of Applicant.” Enter the number (just the number, not the state) of your Congressional district. To find the number of your Congressional district, visit the House of Representatives website at <http://www.house.gov> and type your ZIP code into the “Find Your Representative” tool. If you do not have a Congressional district (that is, you are in a state or U.S. territory that does not have districts or you are in a foreign country), enter a “0” (zero). If you live in one district but your institution is in another, provide the number for the district in which you live.

**6. Project Information** (includes the following sections):

a. “Project Title.” Enter this, even though the field is not highlighted. The title should be brief (not more than 125 characters), descriptive, and informative to a nonspecialist audience. Note that NEH reserves the right to change the titles of projects that receive awards.

b. “Project Description.” Describe your project for a nonspecialist audience, stating the importance of the proposed work to larger issues in the humanities. **Do not exceed one thousand characters, including spaces.**

If you exceed one thousand characters, including spaces, the Grants.gov validation software may reject your application or cut off your project description at the thousand-character limit.

c. “Proposed Project.” Enter the starting and ending dates for your project. You may change these dates if you receive an award. You may also shorten the award period, but you may not lengthen it. In any case, you must start your project on the first day of the month and end it on the last day of the month.

**7. Signature:** Click on the “I Agree” box.

Click on the “Save” button at the top of the form to save your work and return to the main menu.

## Form II: How to Use the Attachments Form

Using the same procedure you have used for Form I, open the form and complete it.

**The component parts of your application must be attached to the Attachments Form in Portable Document Format (PDF).** NEH cannot accept attachments in their original word processing, graphic, or spreadsheet formats. If you do not have access to software to convert your files into PDFs, [many available low-cost and free software packages](#) will do so.

When you open the Grants.gov Attachments Form, you will find fifteen attachment buttons, labeled “Attachment 1” through “Attachment 15.” By clicking on a button, you will be able to choose the file from your computer that you wish to attach. You must attach your files in the proper order and name them exactly as indicated:

ATTACHMENT 1: To this button, please attach your project **narrative**. Name the file “narrative.pdf”.

ATTACHMENT 2: To this button, please attach your **bibliography**. Name the file “bibliography.pdf”.

ATTACHMENT 3: To this button, please attach your **résumé**. Name the file “resume.pdf”. Do not include accent marks in the file name; doing so may cause an error in the processing of your application.

ATTACHMENT 4: To this button, please attach your **writing sample**. Name the file “writingsample.pdf”.

ATTACHMENT 5: To this button, please attach your **publisher’s letter of interest or commitment** (if applicable). Please do not substitute or include a book contract. Name the file “publisherletter.pdf.”

**Note:** To ensure that NEH’s system does not reject your application after it has been retrieved from Grants.gov, check that your attachments meet the following requirements:

1. All attachments must be in PDF format.
2. Attachments must be in the specified order and must use the specified names.
3. Attachments must not exceed the specified length limitations.
4. No attachments other than those specified above may be included.

## Form III: How to Fill Out the NEH Supplemental Information for Individuals Form

Using the same procedure you have used for Forms I and II, open the form and provide the following information:

- *Field of Project:* Using the drop-down menu, indicate the field(s) of your project. You may select one, two, or three fields. If you select more than one, list the primary field first.

- *Project Director Field of Study:* Using the drop-down menu, choose the field of study that best describes your area of expertise.
- *Address Information:* Please indicate whether the address that you have given on the Application for Federal Domestic Assistance - Individual form is your home or work address.
- *Institutional Affiliation:* If you are not affiliated with an institution, please click “No” and continue to the Status section. If you are affiliated with an institution, please complete the information for that institution. Applicants with an institutional affiliation must include their institution’s DUNS number and TIN/EIN number. These numbers are generally provided by an institution’s sponsored research office and greatly improve efficiency when your application is being processed.
- *Status:* The Public Scholar Program is not limited to scholars, but for purposes of processing your application, please designate yourself as a “junior scholar” if you are seven years or less beyond your final degree and as a “senior scholar” if you are eight years or more beyond your final degree.
- *Reference Letters:* Provide the names, e-mail addresses, and affiliations for your two recommenders. **Enter only one e-mail address for each letter writer.** (Applicants are responsible for providing accurate e-mail addresses. The NEH system will use the addresses exactly as they have been entered on this form.) About seven to ten days after the application deadline (not necessarily seven to ten days after the receipt of your application), NEH will e-mail requests to the two recommenders, with instructions for submitting their letters online. Applicants are responsible for ensuring that their recommenders have received these requests and that the letters are properly submitted. (For additional information, see the “Checking the Status of Your Letters of Reference” section below.) To ensure full consideration, letters must be submitted online **not later than February 24, 2016**. Late letters will be added to your file when they arrive, but it is possible that evaluators will not take them into account.

Applicants are responsible for providing referees with relevant materials (such as a draft of the application). Letters of reference are more highly regarded if they address the specific proposed activity and the candidate’s ability to undertake it.

Missing reference letters will not disqualify an application from review.

- *Nominating Official:* Please leave this section blank.

## STEP 5: Upload Your Application to Grants.Gov

When you have completed the Application for Federal Domestic Assistance - Individual Form and the NEH Supplemental Information for Individuals Form and attached the component parts of your application to the Attachments Form, follow these steps:

1. Save your work by clicking the “Save” button at the top of the application package.

2. Click the “Check Package for Errors” button to ensure that you have completed all the fields on the Application for Federal Domestic Assistance - Individual Form.
3. Correct any errors; if none are found, again click the “Save” button. This will activate the “Save and Submit” button.
4. To submit your application, click the “Save and Submit” button. Your computer will automatically connect to the Internet, and the Grants.gov Applicant Login page will appear. Supply your username and password (see STEP 1 above), and click the “Login” button.
5. A Security Warning pop-up box will appear. Click on “Allow.”
6. The Grants.gov Application Submission Verification and Signature page will appear. Click on the “Sign and Submit Application” button.
7. Another Security Warning pop-up box will appear. Click on “Allow.” Your application package will be uploaded to Grants.gov. When you receive e-mail confirmation of your submission from Grants.gov (generally, this occurs within two minutes), you may exit the program.

Note: If you find that you need to make a change to your application after you have submitted it, you may do so any time before the application deadline. Simply submit the corrected version through Grants.gov. All submissions are time-stamped, and NEH will keep only your most recent one.

### **What to Expect after You Submit Your Application to Grants.gov**

**After you submit your application, Grants.gov will send you up to five e-mail messages confirming receipt of your application. These messages represent different stages in the application acceptance process. You should verify that you have received all of the following five confirmation messages. Please note that e-mail filters may send these messages to your spam or junk folder.**

**Message 1:** After you submit your application, Grants.gov will immediately assign the application a Grants.gov tracking number (a number like GRANT11791444). Grants.gov will send you an e-mail with this number. The subject line of the message will include the words “Grants.gov Submission Receipt.”

**Message 2:** At this point Grants.gov attempts to validate the application. If everything checks out, Grants.gov will send you a **second** e-mail confirming that it validated the application, and that it will send the application to NEH. The subject line of the message will include the words “Grants.gov Submission Validation Receipt for Application.” (This message—and all subsequent messages from Grants.gov—again includes the Grants.gov tracking number.) But if Grants.gov discovers a problem with the application (for example, the project description component of the Application for Federal Domestic Assistance exceeds the thousand-character limit, or a file name includes an unacceptable character such as a comma), then the attempt at validation fails; Grants.gov accordingly rejects the application. Grants.gov would then send you a message, indicating that the application has been “rejected with errors,” and that you must resubmit. Once you correct the error and resubmit, the process starts all over again. (In other words, Grants.gov would then send you a new version of Message 1, including a new Grants.gov

tracking number.) Note that NEH does not receive an application that Grants.gov rejects because it has errors.

**Message 3:** After Grants.gov has validated the application, NEH uploads the application. Grants.gov then sends you a **third** e-mail to that effect. The subject line of the message will include the words “Grants.gov Agency Retrieval Receipt for Application.” (The “agency” mentioned in the subject line is NEH, which Grants.gov also calls the “grantor agency.”)

**Message 4:** At this point, NEH assigns its own application number (different from the Grants.gov tracking number) to the application. (The NEH application number will begin with two capital letters, followed by a hyphen, followed by six numbers: for example, HD-123456.) NEH then informs Grants.gov of the application number that it has assigned. Grants.gov then sends you a **fourth** e-mail, providing the NEH application number (as well as, again, the Grants.gov tracking number). The subject line of the message will include the words “Grants.gov Agency Tracking Number Assignment for Application.” (What Grants.gov calls the “agency tracking number” is what NEH calls the application number.)

**Message 5:** Now that NEH has the application, it runs its own check to make sure that the application’s attachments are in proper PDF format. If everything is OK, NEH informs Grants.gov that it has accepted the application. Grants.gov then sends you a **fifth** e-mail, informing you that NEH has accepted the application. The subject line of the message will include the words “Grants.gov Agency Notes Assigned for Application.” (If NEH accepts the application, the “Agency Notes” are as follows: “Application accepted by agency.”) But if NEH rejects the application, NEH sends its own e-mail directly to you. In that case you will receive two e-mails, one from NEH and one from Grants.gov. The NEH e-mail will inform you of the problem with the application (for example, an attachment was not submitted as a PDF). It will also tell you that you need to correct the error and then to resubmit. In that case the e-mail that Grants.gov sends you will reiterate the fact that NEH rejected the application because of problems with the attachments. After you receive these e-mails you must resubmit the application and await receipt of the five messages explained here.

### **Additional Information**

Grants.gov normally sends these e-mail messages within twenty-four hours of the submission of an application. Delays can, however, occur when system usage is heavy. Each message includes your application’s Grants.gov tracking number, and the fourth and fifth messages also include the NEH application number. Keep these messages for your records.

If you receive a message (ordinarily, the second or the fifth message) indicating that your application has been rejected, read it carefully. It should explain what was wrong with your application, and what you must do to fix the problem. Once you fix the problem, you can resubmit the application (so long as you do so before the program’s application deadline).

If you submit an application and don’t receive all five of the e-mail messages, check your “spam” folder, which may contain one or more of them. If you still can’t find them, contact Grants.gov immediately to determine the status of your application, by calling 1-800-518-GRANTS (4726) or sending an e-mail to [support@grants.gov](mailto:support@grants.gov). Include the Grants.gov tracking number in correspondence regarding the application. You can also use the Grants.gov [Track my Application](#) tool to check the status of your application.



**As stated above, it is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have accepted your application, by verifying that you have received all five of the messages described here.**

## **DEADLINES**

**Applications to the NEH Public Scholar Program must be received by Grants.gov by 11:59 p.m. Eastern Time on February 2, 2016.** Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted. It is not possible to modify or update an application after the deadline (with, for example, news that a book has been awarded a contract).

### **Checking the Status of Your Letters of Reference**

You will be notified by e-mail when each of your letters of reference has been received. After you have received the fifth message from Grants.gov (confirming that NEH received your application), you may also check the status of your letters by logging in to [the secure area of NEH's website](#). Enter your NEH application number and your Grants.gov tracking number. You will be able to see the names and e-mail addresses of your letter writers and whether their letters have arrived. If necessary, you may send reminders to your letter writers (including the upload link) from this site. You are responsible for ensuring that your letter writers have submitted their letters.

## **V. Application Review**

**Evaluators are asked to apply the following five criteria when judging the quality of applications.**

1. The intellectual significance and appeal of the proposed book for general readers.
2. The applicant's record of research and experience in interpreting the humanities for general audiences.
3. The quality of the conception, definition, organization, and description of the project; and the breadth and depth of the humanities research underlying the project.
4. The quality of the writing sample and the applicant's clarity of expression.
5. The feasibility and appropriateness of the proposed plan of work, the soundness of the dissemination plan, and the likelihood that the applicant will complete the book manuscript.

The Public Scholar Program supports projects at any stage of development.



## **Review and selection process**

All applications receive peer review. Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

## **VI. Award Administration Information**

### **Award notices**

Applicants will be notified of the results of their applications by e-mail in early August 2016. NEH will send the notice to the e-mail address supplied in the application. All applicants may obtain the evaluations of their applications by sending an e-mail message to [publicscholar@neh.gov](mailto:publicscholar@neh.gov).

### **Award conditions**

Before submitting an application, applicants should review [NEH's Research Misconduct Policy](#).

The requirements for awards are contained in the [General Information on NEH Public Scholar Program Awards](#) and any specific terms and conditions contained in the award document.

### **Reporting requirements**

A final performance report will be due within ninety days after the award ending date. This report must be submitted electronically via [eGMS](#), NEH's online grant management system. Instructions for preparing the final report are available in eGMS.

A final financial report is not required.

## **VII. Points of Contact**

If you have questions about the program, contact:

Division of Research Programs  
National Endowment for the Humanities  
Washington, DC 20506  
202-606-8200  
[publicscholar@neh.gov](mailto:publicscholar@neh.gov)

If you need help using Grants.gov, refer to

Grants.gov: [www.Grants.gov](http://www.Grants.gov)  
Grants.gov help desk: [support@grants.gov](mailto:support@grants.gov)

Grants.gov customer support tutorials and manuals:

<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>

Grants.gov support line: 1-800-518-GRANTS (4726)

## VIII. Other Information

### Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

### Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at [guidelines@neh.gov](mailto:guidelines@neh.gov); the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

## APPLICATION CHECKLIST

- ☐ **Verify your registration or register with Grants.gov.** NEH recommends that you complete registration at least two weeks before the deadline.
- ☐ **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program. (Note that Grants.gov tells you to download the "application instruction" as well as the "application package." The "application instruction" is this document, so there is no need to download it.)
- ☐ **Complete the following forms contained in the Grants.gov application package.**
  1. Application for Federal Domestic Assistance – Individual Form

2. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Narrative (name the file “narrative.pdf”)

ATTACHMENT 2: Bibliography (name the file “bibliography.pdf”)

ATTACHMENT 3: Résumé (name the file “resume.pdf”)

ATTACHMENT 4: Writing sample (name the file “writingsample.pdf”)

ATTACHMENT 5: Publisher’s letter of interest or commitment (if applicable) (name the file “publisherletter.pdf”)

Note that if you do not use the file names indicated above, your application may be rejected. Do not include accents or other special characters in your file names.

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

3. NEH Supplementary Information for Individuals Form.

- ☐ **Upload your application to Grants.gov.** NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov).
- ☐ **Verify that you received all five confirmation messages from Grants.gov.** The messages are described above in Part B, STEP 5.
- ☐ **Monitor the status of your letters of recommendation.** You may do so by logging in to [the secure area of NEH’s website](#). All letters must be received no later than February 24, 2016. You are responsible for ensuring that your letter writers have uploaded their letters by the deadline.